



CITY OF
LEESBURG, FLORIDA
PURCHASING DIVISION

Mike Thornton
Purchasing Manager
204 N. 5th Street
Leesburg, Florida 34748
(352) 728-9880

VIA VENDOR REGISTRY

March 22, 2018

RE: Request for Proposals (RFP) 180272: Fire Equipment – SCBA Leasing Program

RFP Due Date: April 5, 2018 at 2:00 p.m.

RFP Issue Date: March 22, 2018

Contact Person: Melanie Ortiz, Buyer

All,

The City's Fire Department is procuring SCOTT Safety X3 Self-Contained Breathing Apparatus, fire equipment, and service agreements for the service and testing of the equipment. The proposed budget for the SCBA's and the servicing agreement is \$250,000. The leasing term length is to be seven (7) or eight (8) years, with a first year payment of \$50,000. The City of Leesburg, Florida is requesting for the most acceptable and responsive proposals for the leasing of Self-Contained Breathing Apparatus, fire equipment and service agreement for the City of Leesburg Fire Department.

All sealed responses will be accepted electronically, utilizing the City's online bid system: Vendor Registry and on electronic media until the appointed due date and time in the Purchasing Division office located at City of Leesburg, Procurement Division, 204 N. 5th Street, Leesburg, Florida 34748. Questions regarding this solicitation, including technical specifications or scope of work, shall be submitted in writing to the Melanie Ortiz, Buyer at purch@leesburgflorida.gov. To ensure fair consideration for all parties, the City prohibits communication to or with any department, division, employee, or city representative from the date of issuance of this solicitation until final City action. Bidders are encouraged to use the question/answer feature of Vendor Registry for the submission of questions and requests for information. The deadline for questions is three (3) business days prior to the solicitation due date. Inquiries received after the deadline for questions may not be given any consideration at the discretion of the Purchasing Manager. There will not be a public opening of the responses.

We ask that for those whom wish to propose, that you provide the following items formatted in your proposal: your company's background and qualifications, six (6) references with whom your company has done similar projects, your company's proposal for both a seven (7) and eight (8) year financing, description of the methods used in providing leasing services, including all qualifications relative to the services provided, as well as submit a sample of your lease agreement. The City is not committed to any of the cooperative contracts awarded to the companies submitting proposals on this project. The City of Leesburg desires companies to propose the most favorable pricing available to the city.

The city will determine a vendor's responsiveness based on the following criteria: Background and qualifications (25 weight), Implementation Plan (20 weight), Pricing (35 weight), References (20 weight), for a 100 weight, based on a ranking scale of 1 to 10, will then multiply to become the base total of 1000 points. The Final Ranking as determined by the Evaluation Committee will be presented to the Leesburg



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City Commission for approval. Upon approval of the Final Ranking the City and its stakeholders will begin working with the Vendor to finalize the leasing program.

The awarded vendor will act as City of Leesburg's leasing agent for the purchase of SCOTT Safety X3 Self-Contained Breathing Apparatus, fire equipment, and service agreement by providing the following: negotiate lease terms and conditions with the city's Fire Department, coordination of lease preparation and execution, provide regular reports of leasing efforts/status and relevant market conditions, and provide all other services as required in the normal course of business in managing the City's leasing program.

Please find attached the City of Leesburg's forms for proposals. These forms will need to be completed and attached with your proposal. All forms must be filled out for consideration of responsiveness. All proposals must be uploaded as a file to our e-bid/RFX system Vendor Registry. Proposals may also send a copy on electronic media to City of Leesburg, Procurement Division, 204 N. 5th Street, Leesburg, Florida 34748 with the Solicitation name and number.

Registered vendors may obtain a copy of the RFP online at www.vendorregistry.com. A copy may also be obtained by e-mailing a request to purch@leesburgflorida.gov or by calling (352)728-9880.

The City looks forward to all respondents' proposals.

Respectfully,

Mike Thornton, CPPO

Purchasing Manager

Attachment - Certification and Forms